



20 December 2003

Dear Civic Leadership Academy Cadets and Families,

**CONGRATULATIONS!** Your region commander has selected you to attend the first annual Civic Leadership Academy. This activity is being held in Washington, DC, from 28 February through 6 March 2004. Carefully read the information below to learn how to take advantage of this fantastic opportunity. Cadets, please share this information with your parents.

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### What do I need to do to participate?

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**When is the deadline to accept my slot as a primary?** You have until 15 January to accept your slot by sending an email to Mr. Curt LaFond at [clafond@cap.gov](mailto:clafond@cap.gov). On 16 January, if you have not responded or paid a \$100 deposit (see below), your slot will be offered to a cadet on the alternate list. Also include in your email the following information: your shirt size, your Congressional district, and the name and address of your local newspaper.

**How much does the activity cost?** There is an activity fee of \$200, which includes lodging, meals, and program events. **Cadets selected as “primaries” for the activity must pay a \$100 deposit by 15 January.** The remaining \$100 is due 15 February. CAP is subsidizing this activity to keep the cadets’ costs at a minimum. By comparison, similar youth activities typically cost four times as much as the Civic Leadership Academy. The preferred method of payment is via credit card. See the payment section on page 3.

**What deadlines and fees apply to me if I’m an alternate?** Cadets listed as “alternates” may still have an opportunity to attend. If a “primary” declines to attend or fails to pay the activity fees on time, that slot will then be offered to the highest-ranked alternate, preferably from the same region. Activity fee deadlines for alternates will be handled on a case-by-case basis.

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### What activities are planned for the Civic Leadership Academy?

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**Activities.** The CAP Legislative Day is a capstone activity for the Civic Leadership Academy; cadets will assist the National Board in making Congressional office calls and communicating CAP’s worth to America. To prepare cadets for that important task, the Civic Leadership Academy will include activities that develop persuasive leadership skills, excellent oral communication skills, and an understanding of government organization. Additionally, cadets will learn about the three branches of federal government plus the role of the media. Tours planned include the Capitol, Supreme Court, and the Smithsonian’s Air & Space Museum (*Activities are subject to change.*)

**Religious Accommodations.** The schedule will accommodate cadets who wish to participate in religious services.

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### What travel plans should I make?

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**Travel Dates.** Cadets should make travel arrangements for Saturday 28 February and Saturday 6 March. On 28 February, please try to arrive by 6pm. On 6 March, please try to find a mid-day departure. Travel in civilian clothes.

**Which airport should I use?** If flying to Washington, use Reagan National (DCA). It is unquestionably the best airport for this activity as a free shuttle is provided by the hotel. A uniformed CAP senior member will try to meet you at baggage claim; the back-up meeting location is in front of the USO lounge on the second floor of Terminal A.

**Travel via Car.** For driving directions, see “Lodging” below for the hotel’s website. Cadets are requested not to drive themselves as long-term parking at the hotel is expensive and parking elsewhere would be logistically difficult. If traveling via car, please consider carpooling; see page 5 for the participants’ roster.

**Signing-In.** Once at the hotel, look for our sign-in desk in the lobby. Cadets will call home after signing-in.

**Returning Home.** Because of federal airport restrictions, CAP is unable to supervise cadets as they wait at the gate for their flight home. However, cadets will be provided with cell phone numbers of CAP senior members in case their flight home is delayed or cancelled.

**Itinerary.** Please complete the attached itinerary by 15 February and email it to [clafond@cap.gov](mailto:clafond@cap.gov).

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## Where will I be staying?

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**Lodging.** Cadets will be staying at the Hilton Crystal City at Ronald Reagan National Airport. Up to three cadets may be bunked in a room. Each room will have two queen-sized beds, plus a roll-away bed. This is a co-ed activity, but of course males and females will be bunked separately. (Hotel website: [www.hilton.com](http://www.hilton.com).)

**Meals.** CAP will provide three meals per day, except on travel days. On the day of arrival, dinner will be provided. On the day of departure, breakfast will be provided.

**Emergency Contact Number.** In the event of an emergency, parents should contact the activity director, Col. Amy Courter CAP, on her cell phone, 586.246.3940, or her pager 734.747.7554.

**Conduct.** Cadets are expected to bring nothing but credit to CAP during the Civic Leadership Academy. Cadets may be sent home early for inappropriate conduct, at their own expense.

**Visiting Relatives.** The daily schedule for the Civic Leadership Academy is completely full. Due to issues of logistics and supervision, we regret that we can not accommodate special requests for cadets to leave the activity to visit friends and relatives. With a parent’s permission, we will release a cadet to a relative after the completion of the activity. The relative becomes responsible for the cadet from that time until they leave for home.

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## Questions?

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If you still have questions, please contact the HQ CAP program manager, Mr. Curt LaFond at 334.953.4304 or [clafond@cap.gov](mailto:clafond@cap.gov).

On behalf of the Activity Director, Col Amy Courter, we hope to see you in Washington!

### Quick Reference Deadlines for Primaries

#### 15 January

- Accept or decline slot
- Pay \$100 deposit toward activity fee
- Provide shirt size, local newspaper address and Congressional district

#### 15 February

- Pay \$100 activity fee balance
- Submit travel itinerary

*Be punctual and honor the deadlines.  
Missing a deadline jeopardizes your slot.*

Sincerely,



CURT LAFOND  
Program Manager &  
Instructional Systems Designer

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## TRAVEL ITINERARY

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1. Complete this form using MS Word.
2. Email the completed form to [clafond@cap.gov](mailto:clafond@cap.gov) by **15 February 2004**. If possible, please include a JPEG headshot of yourself so senior members can recognize you at the airport.

ARRIVAL INFORMATION - TO WASHINGTON		DEPARTURE INFORMATION - TO HOME	
Mode of Travel*		Mode of Travel*	
Airline		Airline	
Flight Number		Flight Number	
Departure Airport		Departure Airport	
Arrival Airport		Arrival Airport	
Arrival Time		Departure Time	
Are you carrying a cell phone?		What is the number?	
<i>* If traveling by car please specify: Are you driving yourself? Need parking? Plate number? Are you being pick-up/dropped off? By whom?</i>			

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## PAYMENT INFORMATION

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The preferred method of payment is via credit card. Do not try to pay your activity fee on the E-Services section of the CAP website; this activity is out-of-cycle with the summer activities and therefore CLA payments will receive special handling. Please complete this page and fax it to:

HQ Civil Air Patrol  
Attn: Civic Leadership Academy  
Fax: 334.953.6699

Cadet's Name	
CAPID	
Credit or Debit Card?	
Circle Card Type	VISA / MASTER CARD / AMEX / DISCOVER
Credit Card Number	
Expiration Date	
Name as it Appears on Card	
Billing Street Address	
Billing City, State, Zip	
Email Address	
Daytime Phone Number	

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You will receive confirmation of Payment from VerSign once your payment has been processed.

If paying by check, please make check payable to "CAP Civic Leadership Academy" and mail it to:

HQ Civil Air Patrol / LMPD  
Attn: Civic Leadership Academy  
105 S Hansell St  
Maxwell AFB AL 36112-6332

\*\* Please note that deposits (\$100) are due at HQ CAP by 15 January. On 16 January, un-paid slots will be forfeited.

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## PACKING LIST

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### CAP UNIFORM

- 1 service coat (recommended)
- 2 short-sleeve AF blue shirts
- 2 blue AF trousers (or skirts)
- 1 AF necktie or tab
- 1 tie tac or tie bar (males)
- 2 nameplates
- 1 pair epaulets with miniature insignia
- 1 shoulder boards with large insignia
- 1 flight cap with large insignia (no service caps)
- 1 set ribbons, CAC cords, badges
- 1 AF belt with silver buckle
- 1 pair dress shoes
- 5 pair black socks or hose
- 6 plain white t-shirts
- 1 AF all-weather coat or AF light-weight blue jacket, with insignia
- 1 black gloves (recommended)

### CLA CASUAL UNIFORM

- 1 pair khaki trousers (ie: Dockers)
- 1 pair shoes or sneakers (clean)
- 4 pair casual socks
- 1 parka / jacket

### PERSONAL ITEMS

- 1 set toiletries
- 1 laundry supplies (small)
- 1 telephone calling card
- 1 camera & film (optional)
- 1 laptop computer (optional)
- 1 notebook & pens
- \$20 - \$50 spending money (optional)

### Notes:

1. Service coats are recommended for this activity as that is the standard uniform combination when visiting our nation's capital. AF all-weather coats (or the AF light-weight all weather jacket) are required as cadets will need outwear as they travel around Washington in the winter. If you do not currently own a service coat or all-weather coat, work with your squadron commander and check CAP supply channels in your area. If none are available through CAP supply, try this website, which is recommended by HQ CAP Logistics: <http://olcnet.com/index.htm#af1>.
2. Cadets will wear the AF-style service dress when in public (ie: visiting the Capitol). In the seminar room, cadets will wear the activity's utility uniform of khaki pants and a special casual shirt that will be provided to them.
3. All cadets must arrive with a proper haircut that will stay within regulations for at least one week.
4. Do not bring anything expensive or irreplaceable.
5. Be smart and use common sense: don't bring anything cadets are not allowed to have.
6. The hotel provides linens, towels, an iron & ironing board.
7. A telephone calling card is required because cadets will not be allowed to charge phone calls or internet access fees to their hotel room.
8. When flying to or from Reagan National, expect extra security. Passengers are usually not allowed to leave their seats during the 30-minutes after take-off or before landing.
9. Double-check this list before departure.

## PARTICIPANTS' ROSTER

REGION	WING	STATUS	LAST	FIRST	EMAIL	PHONE
GLR	MI	PRIMARY	WIKAR	NICHOLAS	<a href="mailto:cap_usaf_flyboy@yahoo.com">cap_usaf_flyboy@yahoo.com</a>	269.751.7010
GLR	IL	PRIMARY	DUNN	MICHAEL	<a href="mailto:michael5618@juno.com">michael5618@juno.com</a>	630.852.7137
GLR	IL	PRIMARY	SMITH	REBECCA	<a href="mailto:rsmmach1@cumtd.com">rsmmach1@cumtd.com</a>	217.355.2419
GLR	WI	ALTERNATE	WRIGHT	MARTY	<a href="mailto:wrightgreg@charter.net">wrightgreg@charter.net</a>	262.728.5085
GLR	OH	ALTERNATE	STAHL	ANDREW	<a href="mailto:stahl1@bright.net">stahl1@bright.net</a>	419.268.2374
MER	SC	PRIMARY	CARLAN	SCOTT	<a href="mailto:rrcarlan@aol.com">rrcarlan@aol.com</a>	803.327.7842
MER	NC	PRIMARY	WEEKS	SHARON	<a href="mailto:weekssharon@yahoo.com">weekssharon@yahoo.com</a>	919.968.6171
MER	DC	PRIMARY	MCINTOSH	MEGAN	<a href="mailto:m.l.mackintosh@juno.com">m.l.mackintosh@juno.com</a>	703.495.8576
MER	MD	ALTERNATE	HUDSON	EMILY	<a href="mailto:ekhudson@mcdonogh.org">ekhudson@mcdonogh.org</a>	410.465.9375
MER	DE	ALTERNATE	EWING	JEREMIAH	<a href="mailto:gbewing@juno.com">gbewing@juno.com</a>	302.234.9941
NER	PA	PRIMARY	COLGAN	JAMES	<a href="mailto:jcolgan@cap1007.org">jcolgan@cap1007.org</a>	610.449.0569
NER	MA	PRIMARY	BELDEN	CLAIRE	<a href="mailto:crazgirl815@att.net">crazgirl815@att.net</a>	413.739.4012
NER	CT	PRIMARY	HOLT	EMILY	<a href="mailto:milleniem3@aol.com">milleniem3@aol.com</a>	860.447.9425
NER	PA	ALTERNATE	TULLO	ALEXANDER	<a href="mailto:alextullo8@yahoo.com">alextullo8@yahoo.com</a>	570.629.3978
NER	ME	ALTERNATE	ROTH	DAVID	<a href="mailto:davidroth87@hotmail.com">davidroth87@hotmail.com</a>	207.255.4544
NER	NH	ALTERNATE	LENO	MARK	<a href="mailto:mлено46@hotmail.com">mлено46@hotmail.com</a>	603.335.6735
NER	VT	ALTERNATE	CHASE	BEN	<a href="mailto:inferno565@aol.com">inferno565@aol.com</a>	802.273.3300
NER	NJ	ALTERNATE	MCEWING	BRIAN	<a href="mailto:bcm731@hotmail.com">bcm731@hotmail.com</a>	609.884.3570
NER	NJ	ALTERNATE	KORONA	ELLIOTT	<a href="mailto:cadet_korona@hotmail.com">cadet_korona@hotmail.com</a>	856.988.8799
NER	PA	ALTERNATE	KANTNER	STEPHEN	<a href="mailto:patriotranger811@aol.com">patriotranger811@aol.com</a>	610.777.8272
NER	NH	ALTERNATE	MCGARY	JOSH	<a href="mailto:jsmcgary@yahoo.com">jsmcgary@yahoo.com</a>	802.626.8772
PCR	CA	PRIMARY	THOMAS	JOSHUA	<a href="mailto:thomasja2@earthlink.net">thomasja2@earthlink.net</a>	818.504.0513
PCR	WA	PRIMARY	VELOCK	RAECHELLE	<a href="mailto:MrHyde518327@aol.com">MrHyde518327@aol.com</a>	360.893.1984
PCR	CA	PRIMARY	JOHNSON	MAEGAN	<a href="mailto:maegan_johnson@yahoo.com">maegan_johnson@yahoo.com</a>	909.337.5785
RMR	CO	PRIMARY	FRY	CYNTHIA	<a href="mailto:cynthiafry05@hotmail.com">cynthiafry05@hotmail.com</a>	910.879.0504
RMR	CO	PRIMARY	POWELL	AMANDA	<a href="mailto:rretronics@aol.com">rretronics@aol.com</a>	303.797.1869
RMR	UT	PRIMARY	FRAPPIER	MATT	<a href="mailto:mattfrap@msn.com">mattfrap@msn.com</a>	801.582.1145
SER	AL	PRIMARY	JOHNSON	ANDREW	<a href="mailto:honorgloryusaf@juno.com">honorgloryusaf@juno.com</a>	256.355.3669
SER	TN	PRIMARY	BOYD	WILLIAM	<a href="mailto:wbinventor@cs.com">wbinventor@cs.com</a>	423.775.4013
SER	FL	PRIMARY	GUTHRIE	TARA	<a href="mailto:guthrt@auburn.edu">guthrt@auburn.edu</a>	334.442.2123
SER	FL	ALTERNATE	STREIFEL	MARISSA	<a href="mailto:piggoonik@aol.com">piggoonik@aol.com</a>	561.968.4747
SWR	LA	PRIMARY	DUCOTE	CHRISTIE	<a href="mailto:cmdbuddy@aol.com">cmdbuddy@aol.com</a>	504.394.6132
SWR	AZ	PRIMARY	WISENHUT	SEAN	<a href="mailto:cdtco302@hotmail.com">cdtco302@hotmail.com</a>	602.787.9115
SWR	OK	PRIMARY	PATTERSON	PATRICK	<a href="mailto:papa_alpha_tango@hotmail.com">papa_alpha_tango@hotmail.com</a>	405.332.1621
SWR	AZ	ALTERNATE	APPLE	ANNA DELL	<a href="mailto:survivor1144@yahoo.com">survivor1144@yahoo.com</a>	661.764.9094
SWR	OK	ALTERNATE	LEARY	RACHEL	<a href="mailto:jupiter205@yahoo.com">jupiter205@yahoo.com</a>	405.360.5152
NCR	MN	PRIMARY	FOSTERLING	JANA	<a href="mailto:boarder_chick79@hotmail.com">boarder_chick79@hotmail.com</a>	715.386.4119
NCR	NE	PRIMARY	ROLFSEN	JAMES	<a href="mailto:amrolfsen@juno.com">amrolfsen@juno.com</a>	402.573.9009
NCR	IA	PRIMARY	CHURCH	AARON	<a href="mailto:usafducky2@hotmail.com">usafducky2@hotmail.com</a>	319.395.7108
STAFF	MI	DIRECTOR	COL COURTER	AMY	<a href="mailto:courtera@valassis.com">courtera@valassis.com</a>	248.446.1103
STAFF	NC	SUPPORT	COL ELLSWORTH	DAVE	<a href="mailto:coldrecap62@att.net">coldrecap62@att.net</a>	704-258-2218
STAFF	CA	FACULTY	LTC LEE	NED	<a href="mailto:elee@sct.co.santa-clara.ca.us">elee@sct.co.santa-clara.ca.us</a>	408.832.0917
STAFF	NJ	FACULTY	LTC SCHOBER	TED	<a href="mailto:ted.schober@njwg.cap.gov">ted.schober@njwg.cap.gov</a>	856.546.1841
STAFF	HI	SUPPORT	LTC SCOGGINS	BEV	<a href="mailto:BLScoggins@aol.com">BLScoggins@aol.com</a>	808.753.7466
STAFF	FL	FACULTY	LTC BROCKMAN	BILL	<a href="mailto:brockmanzoo47@hotmail.com">brockmanzoo47@hotmail.com</a>	941.753.1922
STAFF	AL	HQ STAFF	MR LAFOND	CURT	<a href="mailto:clafond@cap.gov">clafond@cap.gov</a>	334.953.4304